

Shannon Marie Cosley  
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Pembina, ND 58271 US  
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Email: Shannon.M.Cosley@cbp.dhs.gov

**Availability:** Job Type: Permanent, Temporary, Term, Detail, Internships, Telework  
Work Schedule: Full-Time, Shift Work, Intermittent

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**Desired locations:** United States - ND - Pembina

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**Work Experience:** US CUSTOMS and BORDER PROTECTION Series: 0950 Pay Plan: GS Grade: 11

10980 I-29 Suite 1  
PEMBINA, ND 58271 United States

**10/2007 - Present**

**Salary:** 68,322.00 USD Per Year

**Hours per week:** 40

**Paralegal Specialist** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Advise on legal statutes of authority for Law Enforcement Officers to seize, detain, release, or deny entry for violation of law pertaining to merchandise and persons to USA.

Research applicable laws and regulations for US Customs and Border Protection Officers to ensure due process is met during inspectional processing of applicants and merchandise to USA. Ensure legal integrity of enforcement adverse actions taken within the Port of Entry and Area Port of Responsibility relating to seizures, detentions, and the denial entry of merchandise to the USA. Process violations resulting into penalties relating to Export regulations and Import regulations for merchandise exporting and importing to the USA.

Utilize ACS for bond applicability for importers for the right to make entry for merchandise into the USA. Verify bond validity during breach discovery for assessments for claims of Liquidated Damages. Review entry documents, CBP forms, foreign government forms regarding applicability for the proof of exportation of temporary imported merchandise under bond. Review petitions received to Fines, Penalties, and Forfeiture office for mitigation purpose for relief of claims of Liquidated Damages.

Conducted on-site training with higher level GS officials, briefed officials on Statutory law and US Customs regulation and policy.

**Supervisor:** Connie Iverson (7018255882)

**Okay to contact this Supervisor:** Yes

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US CUSTOMS and BORDER PROTECTION Series: 1895 Pay Plan: GS Grade: 11  
10980 I-29  
Suite 1  
PEMBINA, ND 58271 United States

**03/2004 - 10/2007**

**Salary:** 53,700.00 USD Per Year

**Hours per week:** 40

**US CUSTOMS and BORDER PROTECTION OFFICER** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Conduct inspections of applicants to USA and merchandise to USA their right to be in, remain or deny entry to USA. Performed primary interviews of applicants to USA, reviewed admissibility documents and permits to USA, determined violations upon discovery. Refused admission to persons and merchandise to USA, completed reports and handled escalated situations with appropriate actions. I am proficient with INSMENU database, CLAIMS, CIS, ENFORCE, ATS databases. Thorough knowledge of Title 8, United States Code, Aliens and Nationality; Immigration and Naturalization Act (INA), sections 212a, 235a, 243.

I have recorded the arrival of non-immigrants and immigrants at the Port of Entry. I have explained immigration benefits to individuals of various nationalities and diverse backgrounds.

Processed arrival of applicants eligible for immigration benefits with Advance Paroles, SEVIS, USVISIT, former program NSEERS, TECS, NLETS, and CPIC. I have through knowledge of Title 19, United States Code, Customs Duties. I have conducted secondary processing resulting in applicable seizure statutes, assessed penalties, and also remitted merchandise within accordance of Title 19USC1618. I have enforced other federal agencies rules and regulations as applicable in accordance to law. I have worked directly with other federal agencies, such as FDA, USDA, and FWL. 12/2006 assigned to assist Supervisory Entry Specialist/Officer for Softwood Lumber entries utilizing ACS for the DOCX function. Processed entries timely.

**Supervisor:** Paul Gullicks (7018255839)

**Okay to contact this Supervisor:** Yes

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**US Immigration and Naturalization Service Series: 1895 Pay Plan: GS Grade: 11**  
10980 I-29  
Suite 2  
Pembina, ND 58271 United States

**07/2001 - 03/2004**

**Hours per week:** 40

**Immigration Officer** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Conduct inspections of applicants to USA and merchandise to USA their right to be in, remain or deny entry to USA. Performed primary interviews of applicants to USA, reviewed admissibility documents and permits to USA, determined violations upon discovery. Refused admission to persons and merchandise to USA, completed reports and handled escalated situations with appropriate actions. I am proficient with INSMENU database, CLAIMS, CIS, ENFORCE, ATS databases. Thorough knowledge of Title 8, United States Code, Aliens and Nationality; Immigration and Naturalization Act (INA), sections 212a, 235a, 243.

I have recorded the arrival of non-immigrants and immigrants at the Port of Entry. I have explained immigration benefits to individuals of various nationalities and diverse backgrounds.

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**Supervisor:** Jay (Jeffrey) Peterson (701-886-7744)

**Okay to contact this Supervisor:** Yes

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**Education:** Valley High School Hoople, ND United States  
High School or equivalent 05/1995

**Major:** General Studies **Minor:** N/A

**Relevant Coursework, Licenses and Certifications:**

10/2005 Recertification of CPR & First Aid

Fall 2003 - Attendance and completion of Adult Education Course, American Sign Language at East Grand Forks, MN.

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**Job Related  
Training:**

01/2002 IOBTC-OTP class #068, Glynco, Brunswick, GA.  
01/2003 IOBTC class #477, Glynco, Brunswick GA, Graduation Honors greater than 95%  
11/2005 Attendance and graduation Passenger Interviewing and Vehicle Inspection Techniques (PIVIT), Hidalgo POE, Hidalgo, TX.  
2005 Counter-Terrorism Report Officer training, Pembina POE, Pembina, ND  
2005 Hazardous Material refresher course, Pembina POE, Pembina, ND  
2005 USVISIT, passenger facilitation training, Pembina POE, Pembina, ND  
2007 BONDED WAREHOUSE training, FLETC, Glynco GA.  
2009 Fines, Penalties, and Forfeitures, Class#FPFB901, FLETC Glynco Brunswick GA  
2012 Advanced Fines, Penalties, & Forfeitures, Class#FPFA1202, FLETC Glynco Brunswick GA

2015 Trade Enforcement Training Course, US CBP Advanced Training  
Center, Harpers Ferry, VA

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|-------------------------|------------------------|---------------|----------------|-------------|
| <b>Language Skills:</b> | <b>Language</b>        | <b>Spoken</b> | <b>Written</b> | <b>Read</b> |
|                         | American Sign Language | Novice        | None           | None        |
|                         | English                | Advanced      | Advanced       | Advanced    |
|                         | Spanish                | Novice        | Novice         | Novice      |

**Affiliations:** Auxillary Womens, Pembina ND - Member

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|--------------------|-------------------|----------------------------------|---|--------------|-----------------------|
| <b>References:</b> | <b>Name</b>       | <b>Employer</b>                  | <b>Title</b>                                      | <b>Phone</b> | <b>Email</b>          |
|                    | Paul Gullicks (*) | Customs and Border<br>Protection | Chief Customs and<br>Border Protection<br>Officer | 7018255800   | Paul.Gullicks@dhs.gov |
|                    | Janice Weleski    | Duty Free Americas               | Assistant Manager                                 | 7018256291   |                       |
|                    | Rence Smith (*)   | US CBP                           | CBPO  | 7018255800   |                       |

(\*) Indicates professional reference

**Additional Information:** 04/2003 Graduation Certificate, Academic Honor Award, Immigration  
Officer Basic Training Course, Federal Law Enforcement Training Center,  
Glynco, GA  
05/2003 Graduation Certificate, Immigration Officer Basic Training Course  
Spanish Language, Federal Law Enforcement training Center, Glynco, GA  
2004 Customs and Border Protection Law Enforcement Explorer Post 2033  
appointed Assistant Advisor.  
Proficient software applications Word and Excel formats.  
2008 to Present, United Methodist Church, Pembina ND, Youth Activities  
Assistant Leader, Co-Founder of youth group Wednesday Worshipers